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(Department of Defense)

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App. (4), Encl. 1
5200.1 July 8, 57)

POLICY AND PROCEDURE GOVERNING USE OF CODE WORDS
OSD DECLASSIFICATION/RELEASE INSTRUCTIONS O
1. Purpose **FILE**

The purpose of these instructions is to prescribe policy and procedure concerning the use of code words within the Department of Defense.

2. Definitions

- a. Code Words - A "code word" is a word selected from those listed in JANAP 299 and assigned a classified meaning by proper authority to insure maximum security concerning intentions and to safeguard information pertaining to military plans or operations classified as Confidential or higher.
- b. Inactive Code Word - An "inactive code word" is a classified code word which has been placed in use but which is subsequently replaced by another code word having the same meaning.
- c. Obsolete Code Word - A classified word assigned to a plan or operation which has been discontinued, or completed, and not replaced by a similar plan or operation, whenever the meaning for security reasons cannot be declassified.
- d. Cancelled Code Word - A declassified code word assigned to a plan or operation which has been discontinued or completed and which no longer requires a minimum security classification of Confidential.
- e. Nickname - A name consisting of two separate words, neither of which appear in JANAP 299 and neither of which will be a word similar to such words as project, exercise, operation, etc., used to designate an unclassified meaning and employed for administrative convenience, for morale or public relations purposes.
- f. Using Agency - The agency to which a code word is allocated for use and which assigns to the word a classified meaning.

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3. Allocation of Code Words

- a. The Secretary, Joint Intelligence Group,* is responsible for the allocation of code words or blocks of code words from JANAP 299 to agencies of the Department of Defense.
- b. Agencies of the Department of Defense will request from the Secretary, Joint Intelligence Group,* such allocation of code words as they require. Recipient agencies may reissue code words within their organization in accordance with agency policies and procedures, subject to applicable rules set forth herein.

4. Assignment of Classified Meanings to Code Words

- a. All code words placed in use within the Department of Defense will be selected from JANAP 299.
- b. The agency responsible for the development of a plan or execution of an operation will be responsible for determining whether to assign a code word and a classified meaning in connection therewith.
- c. Agencies contemplating making use of code words are cautioned against employing such words except to provide for maximum security on a continuing basis. Code words will be placed in use for the following purposes only:
 - (1) To designate a classified military plan or operation;
 - (2) To designate geographic locations in conjunction with plans or operations referred to in (1) above; and
 - (3) To conceal intentions in discussions and messages or other documents pertaining to plans, operations, or geographic locations referred to in (1) and (2) above.

*The Secretary, Intelligence Directorate, The Joint Staff, should be read in place of the Secretary, Joint Intelligence Group, whenever the latter appears in this document.

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- d. The agency placing a code word in use will assign to that word a specific meaning classified Top Secret, Secret or Confidential, commensurate with military security requirements. Code words will not be used to cover unclassified meanings.
 - e. The classified meaning of a code word will be limited to information indicating the nature of a specified plan or operation or the relationship thereto of geographic locations. The assigned meaning need not in all cases be classified as high as the classification assigned to the plan or operation as a whole.
 - f. Code words should be selected by each using agency in such manner that the word used does not suggest the nature of its meaning.
 - g. A code word should not be used repeatedly for similar purposes; i. e., if the initial phase of an operation is designated "Meaning", succeeding phases should not be designated "Meaning II" and "Meaning III", but should have different code words.
 - h. Each agency will establish its own policies and procedures for the control and initial assignment of classified meanings to code words subject to applicable rules set forth herein.
5. Notification of Assignment and Dissemination of Code Words and Meanings
- a. Upon assignment of a classified meaning to a code word, the using agency will promptly notify the Secretary, Joint Intelligence Group, * of the fact of assignment, indicating the word and its classification, and the dissemination required when appropriate. Similar notification will be made when any changes occur, such as the substitution of a new word for one previously placed in use. Dissemination of the code word and its meaning to other agencies of the Department of Defense will be made by the Secretary, Joint Intelligence Group, * at the request of the using agency.

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- b. The using agency is responsible for the dissemination to activities within its jurisdiction of code words and their meanings. It is also responsible for determining the dissemination to be made to other agencies, but such dissemination will be made through the Secretary, Joint Intelligence Group,* whenever time permits. Using agencies will promptly advise the Secretary, Joint Intelligence Group,* of the fact whenever it discloses directly to an organization or office of another agency a code word and the meaning thereof.
- c. Each agency having a planning, administrative or operational responsibility to fulfill in connection with a classified meaning received from another agency will be responsible for disseminating the classified meaning and the related code word to activities under its jurisdiction as it deems essential, commensurate with security requirements, but will not initially furnish the meaning to any other agency without the approval of the original using agency.
- d. An agency receiving a classified meaning and its related code word from another agency for information and record purposes and having no responsibility for action in connection therewith will make no internal dissemination of the meaning outside the office responsible for maintaining records of code words for the receiving agency unless authorized by the original using agency.
- e. When a meaning has not been furnished an agency for a code word contained in documents or messages received, and the agency considers that it requires knowledge of the meaning, this information may be requested from the office maintaining records of code words within the agency, submitting reasons therefor.
- f. When a word which has been assigned a special meaning is furnished by a governmental agency outside the Department of Defense for use and dissemination within the Department of Defense, recipients will be advised that the word

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originated outside the Department of Defense and is not subject to Department of Defense policy regarding the use of code words. However, such a word shall be safeguarded in accordance with the classification assigned thereto by the originating agency.

6. Classification, Downgrading and Declassification

- a. During the development of a plan or the planning of an operation by the headquarters of the using agency, the code word and its meaning will have the same classification. When dissemination of the plan to other agencies or to subordinate echelons of the using agency is required, the using agency may downgrade the primary code word and such code words as are assigned to geographic locations in conjunction therewith below the classification assigned to their meanings in order to facilitate additional planning, implementation and execution by such other agencies or echelons. Code words in use or obsolete code words will not be downgraded below Confidential, will retain their classification and be safeguarded accordingly until the classification of their related meanings is cancelled.
- b. A code word which is replaced by another code word due to the compromise or suspected compromise of the security of information connecting it with its assigned meaning, or for any other reason, will be carried as an "inactive code word" on the records of all agencies concerned and will retain its classification until its original related meaning has been declassified.
- c. When a plan or operation is discontinued or completed, and is not replaced by a similar plan or operation but the meaning cannot for security reasons be declassified, the code word assigned thereto will be declared obsolete.
- d. In every case whenever a code word in current use is employed, or an inactive or obsolete code word is referred to in written documents, the security classification of the code word will be placed in parentheses immediately following the code word, i. e., "Label (Confidential)".

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- e. When the meaning of a code word no longer requires a classification, the using agency will cancel the classification of both the meaning and the code word, including inactive and obsolete code words.
- f. Immediately upon changing the classification of the code word or its meaning or cancelling the classification of a code word and its meaning, the using agency will notify the Secretary, Joint Intelligence Group,* and all activities concerned within its own jurisdiction. The Secretary, Joint Intelligence Group*, will inform all other agencies concerned of the action taken.

7. Security Practices

- a. Each agency will take positive action to insure that personnel under its jurisdiction who receive knowledge of code words or the meanings of code words are informed of security measures necessary for their protection.
- b. During discussions involving details of a classified plan or operation which reveal a classified meaning, the use of the related code word will be avoided unless all personnel present or within hearing also require knowledge of the code word. Likewise, whenever a code word is used during discussions, disclosure of information indicating the related meaning will be avoided unless all personnel present or within hearing also require knowledge of the meaning.
- c. The meaning of a code word will be used in a message or other document together with the code word only when it is absolutely essential to do so. Code words may be used in correspondence or other documents forwarded to addressees who may or may not have knowledge of the meaning, but in all cases the code word will be employed in a document for purposes of concealment only. If the context of a document contains, for example, detailed

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instructions or similar information which indicates the purpose or nature of the related meaning, the assigned code word should not be used.

- d. In handling correspondence pertaining to code words and their meanings, care should be used to avoid bringing the code words and their meanings together. They should be handled in separate card files, catalogs, indexes, or lists, enveloped separately and dispatched at different times so that they do not travel through mail or courier channels together.
- e. A document containing a code word in use will be classified Confidential or higher in accordance with the highest classification assigned to information contained therein on the same basis as any other document which requires security protection. In no event, however, will the classification of the document be lower than the classification of the code word.
- f. In view of the classification assigned thereto, code words will not be used for addresses, return addresses, shipping designators, file indicators, call signs, identification signals, or for other similar purposes.
- g. The use of an inactive or obsolete code word for the purpose of referring to the classified meaning originally assigned to it is prohibited. Documents, including correspondence, containing a code word need not be revised or amended, but after receiving notice that the status of a code word has been changed to "inactive" or "obsolete", offices will promptly discontinue use of the word. Correspondence between offices concerned with the substitution of new words for old code words will be specific as to the inactive status of the old word.
- h. The use of a declassified code word, standing alone, to represent or to substitute for its original meaning is prohibited. After declassification of a code word, reference to such word may be

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made in documents pertaining to the related plan or operation provided the text shows clearly that the word is no longer in use to represent a classified meaning.

- i. A permanent record of all code words placed in use will be maintained by the Secretary, Joint Intelligence Group.* A code word which has been placed in use and subsequently declassified will be reallocated to a using agency only at the discretion of the Secretary, Joint Intelligence Group,* at such time as he may consider that such reallocation and the assignment of a new meaning will not result in administrative confusion or loss of security concerning the new meaning.

8. Compromise

- a. Whenever the security of information connecting a code word in use with its classified meaning is compromised, the using agency will substitute a new code word for the old one immediately and change the status of the old word to "inactive".
- b. Using agencies may also substitute new code words for code words in use, changing the status of the latter to "inactive", at their discretion whenever compromise of the security of information connecting the current code word with its meaning is suspected or anticipated due to excessive dissemination or for any other reason.
- c. Reports submitted to the Secretary, Joint Intelligence Group,* showing the substitution of new code words for old code words will contain a statement explaining the reason for the substitution. For this purpose, the following terms may be used, whichever may be appropriate: "compromised", "compromise suspected", "excessive dissemination".

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- d. The agency having knowledge of the compromise or suspected compromise of classified information pertaining to code words by personnel under its jurisdiction, or having reason to believe that its personnel were involved in connection therewith, will make an investigation of the circumstances, fix responsibility for the compromise and take such corrective action as may be necessary.